



Jacana School  
*for Autism*  
*“Learning for Life”*

# Bus Management Policies & Safety Workbook 2024

Management Information System (MIS) and Maintenance Management System (MMS) came into effect in 2022. Schools which own and operate buses that seat 10 or more people including the driver, must be registered with TSV and accredited. Jacana School for Autism had undertaken the initial bus registration checks which allow the school and its buses to be registered.

The documents contained in this booklet satisfy the requirements for ongoing compliance with the Management Information System (MIS) and Maintenance Management System (MMS).

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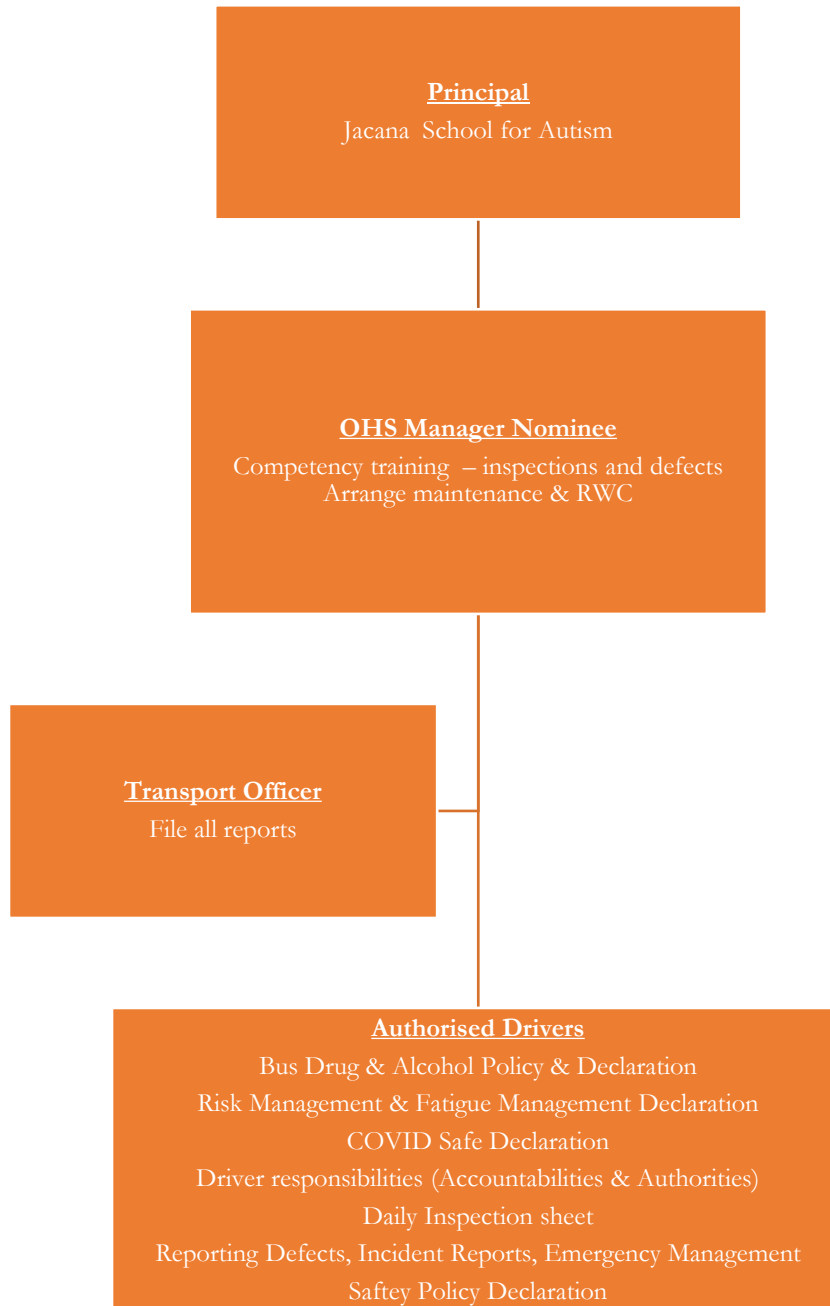
## Awareness Training

### Initial registration

Accredited Bus Registration form completed in 2022

Two school buses have a current certificate of roadworthiness completed in September of each year and issued by a licensed tester authorised by VicRoads to test buses.

### Accountabilities and authorities



## Competency Training

Drivers of buses are to be provided training on campus **every 12 months**. They will be authorised as COMPETENT after completing the training session, reading, completing, signing & providing documentation needed for the following:

- Bus, Drug and Alcohol Policy & Declaration
- Driver responsibilities
- Driver Qualification & Training record
- Daily pre-trip inspection checklist
- Reporting defects
- Incident Notification & Reporting
- Emergency Management
- Child Safety Policy
- Risk Management / Fatigue management
- COVID safe policy

## Driver responsibilities (including but not limited to)

- Perform Daily Pre-trip inspection (if the first driver of the day)
- If the bus fails any of the items highlighted in the Pre-trip Inspection the bus is NOT to leave the school
- Notification of Defect form completed & handed to the Student Transport Officer IMMEDIATELY to enable timely resolution of the defect report.
- Drivers must not have any trace of drugs or alcohol in their system or on their breath.
- Drivers must hold a current license & inform the Transport Officer of any revocation.
- Ensure the bus is driven in a safe & responsible manner and follow all Victorian road rules.
- Be aware that any (including but not limited to) traffic or parking infringement fines incurred whilst driving the bus are the staff members' responsibility.
- Mobile phones **may not be used** while driving buses to/from school excursions. The driver's mobile phone is to be switched off or handed to another staff member for monitoring.

## Fuel Safety

- Ensure the fuel tank is no less than half full when you have finished your journey
- You may only use Unleaded 91 or Unleaded E10.
- Only re-fuel pre or post trip (do not refuel while students are on the bus)
- Receipts from the petrol station must be handed to the Finance Manager after completion of the drive.

## School Record Keeping

- All drivers must receive annual sign-off from the Transport Officer, who will record their training.
- Weekly - Last driver of the week to place daily inspection sheets in Transport Officers pigeonhole
- Defect Reports to be handed to the Transport Officer immediately
- Defects sheets to be filed after work is completed.
- Records are kept for three years – may be scanned and kept in electronic form.

## General Maintenance & Annual Roadworthy Inspections

- Buses should be serviced in accordance with the manufacturer schedule
- Fire extinguishers inspected 6 monthly
- Roadworthy inspections are carried out each year in Term 3 holidays

## Bus First Aid

- Drivers must ensure the bus first aid kit is securely stored under the back seat, fully stocked, and checked regularly. Any missing or used items should be reported to the Student Transport Officer immediately to maintain readiness and safety.

# Bus - Drug and Alcohol Policy 2024



## Aim

*Jacana School for Autism* is committed to zero tolerance of alcohol and illicit drugs in the working environment and will take all practicable steps to endeavour that all persons performing bus safety work have a zero level for alcohol and illicit drugs and are not impaired by other drugs. As an organisation, we are committed to providing and maintaining a safe, healthy and productive workplace. Our aim is to ensure all employees return home safely every day and others on the roads are not negatively impacted by our actions. If alcohol or drugs have a direct impact on an individual's work performance or on our safety standards, it is our responsibility to intervene.

## Rationale

A bus driver must not have drugs or alcohol present in his or her blood or breath immediately before or while driving a bus.

*Jacana School for Autism* has adopted this policy because of its general duty:

- to provide a safe and healthy work environment,
- to ensure that all persons are fit to carry out their duties
- to ensure child safety procedures are embedded in the school culture.
- to reduce the likelihood of injury and damage resulting from the misuse of alcohol and/or drugs
- to provide employees with an understanding of the behaviour expected of them during working hours;

## Definition:

A drug is any substance (other than alcohol) that deprives the person of normal mental or physical faculties (permanently or temporarily).

In the context of bus safety workers, this includes drugs that affect:

- Mental alertness
- Vision
- Coordination
- Reaction to situations.

These effects can increase the risk of mistakes or cause an incident/ accident. The broad definition of drugs means prescription medicine, over-the-counter medicine, common tranquilisers or stimulants, herbal remedies, or illicit drugs.

- Notification of *the use or change* in **prescription medication** must be given to the Transport Officer to determine whether driving will be at risk.

## Implementation

*Jacana School for Autism* recognises the detrimental effects that drugs and alcohol may have on the safety of bus operations and the general health and wellbeing of individuals.

This policy applies to all persons carrying out bus safety work (as defined in section 3 of the *Bus Safety Act 2009*(VIC)) for or on behalf of *Jacana School for Autism*. This includes:

- driving a school-owned bus for the purposes of transporting students, other staff, and volunteers,
- driving school-owned buses for the purpose of repairs or maintenance,
- performing routine safety checks of the bus,
- Setting or altering a schedule or timetable for bus service.

It is the responsibility of every person when reporting for duty or while at work to ensure they:

- be responsible for managing the effects of substances they may be taking (including prescription medicines)
- discuss with their manager any drugs they may be taking.
- have no drugs or alcohol present in their blood or breath immediately before, or while undertaking bus safety work,
- are not impaired by drugs or medication/s immediately before, or while undertaking bus safety work,
- inform their treating health practitioner or pharmacist of the *Jacana School for Autism* Drug and Alcohol Management Policy when being prescribed medications.
- do not misuse medication while working or possess alcohol or illegal drugs at work.
- inform their supervisor if they are taking any medication which has the potential to adversely affect them.

## Random Drug Testing

*The Department* does not support any form of alcohol or another drug testing in schools for teachers or students to avoid:

- Raising a lack of trust between schools and students
- Legal, technical, ethical, and financial issues.

## References

School Policy and Advisory Guide

<https://www2.education.vic.gov.au/pal>

Transport Safety Victoria

[http://transportsafety.vic.gov.au/bus-safety/safety-duties/safety-duties/safety-duties-for-bus-operators/drug-and-alcohol-management#\\_ga=1.135651249.1438025674.1469075437](http://transportsafety.vic.gov.au/bus-safety/safety-duties/safety-duties/safety-duties-for-bus-operators/drug-and-alcohol-management#_ga=1.135651249.1438025674.1469075437)

<https://www2.education.vic.gov.au/pal/work-related-driving/procedure/>

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## JSA Bus - Drug and Alcohol Declaration 2024

*(To be completed by ALL persons driving or supervising on JSA vehicles)*

Jacana School for Autism is committed to zero-tolerance alcohol and illicit drugs working environment and will take all practicable steps to endeavour that all persons driving or supervising on JSA buses maintain a zero-blood alcohol and illicit drug level and are not impaired by any other substances. As an employee of Jacana School for Autism, I recognise the detrimental effects that drugs and alcohol may have on the safety of bus operations and the general health and wellbeing of individuals.

This policy will be communicated to any persons who drive or supervise buses on behalf of Jacana School for Autism:

I \_\_\_\_\_ (print name) who drives &/or supervises staff & students in the vehicle provided by Jacana School for Autism WILL HAVE NOT taken ANY drugs, alcohol or undeclared medications while working and transporting staff & students in a JSA supplied bus.

I \_\_\_\_\_ (print name) acknowledge and ensure that every time I undertake to drive the bus, as defined under section 3 of the Bus Safety Act 2009 (Vic):

- I will have no drugs, alcohol or undeclared medication present in my blood or breath immediately before, or while driving or supervising on the bus.
- I will ensure no impairment from medications, aligning with Section 3 of the Bus Safety Act 2009 (Vic), before during or after bus operation.
- I will inform my treating health practitioner or pharmacist of my Drug and Alcohol Management Policy when being prescribed medications.
- I will hold and maintain a current driver's license throughout the 12-month period of this declaration to validate the training completion.

In consultation with the Health and Safety Representative (HSR) and/or relevant employees, I must:

- ensure that I also complete all necessary checklists annually for any planned journey.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Driver Qualification and Training Record



*Copy of driver's Licence front and back*

|                         |  |                              |  |
|-------------------------|--|------------------------------|--|
| Name of Employee        |  |                              |  |
| Driver License category |  | Employment Commencement Date |  |
| Driver License Number   |  | Expiry Date                  |  |

| Additional Qualifications or Certificates | I.e., Dangerous Goods, Rigid/Heavy Vehicle |                    |
|---|--|--------------------|
| Qualification                             | Provider                                   | Number             |
|   |  |                    |
|   |  |                    |
|   |  |                    |
|   | Date                                       | Employee Signature |
| Daily Vehicle Inspections                 |  |                    |
| Vehicle Defect Reporting                  |  |                    |
| Emergency Procedures                      |  |                    |
| Completion of Awareness Training          |  |                    |

| Checked by             | Date                 | Review Date     |
|------------------------|----------------------|-----------------|
|                        |                      |                 |
| Comments               |                      |                 |
|                        |                      |                 |
| <b>Office use ONLY</b> | Added to spreadsheet | Date: _____     |
|                        |                      | Initials: _____ |



# Daily Bus PRE trip Inspections – (COMPLETED by first driver each day)

Bus Registration No \_\_\_\_\_ Week beginning Monday \_\_\_\_\_



| <i>Initial each item as checked</i>   | MON | TUE | WED | THUR | FRI |
|---|-----|-----|-----|------|-----|
| <b>DATE:</b>  |     |     |     |      |     |
| <b>(a) Mirrors</b><br>Visual check of mirrors for secureness, damage and dirt and grime that would prevent clear vision   |     |     |     |      |     |
| <b>(b) Tyres</b><br>Visually check tyres for pressure and tread integrity   |     |     |     |      |     |
| <b>(c) Wheel Nuts</b> Visually check wheel security - check the nuts are tight  |     |     |     |      |     |
| <b>(d) Structure and bodywork</b><br>Visual check of all panels and readily visible structural members for security &/or damage   |     |     |     |      |     |
| <b>(e) Fluid Leaks</b><br>Check for any visible leaks of any fluid (oil, fuel, water, refrigerant/coolant, hydraulic fluid, brake fluid) (If a leak of any kind notify STO immediately) |     |     |     |      |     |
| <b>(f) Lights and reflectors</b>  |     |     |     |      |     |
| Visually check that all reflectors and lenses are intact  |     |     |     |      |     |
| Visually check that all lights are working (if damaged or not working DO NOT drive)   |     |     |     |      |     |
| <b>(e) Windscreen, wipers, and washers</b><br>Check wipers and windscreen washers are functioning and ensure the clear forward vision   |     |     |     |      |     |
| <b>(f) Fire extinguisher/s and emergency exit</b><br>Fire extinguisher/s are in place (checking that fire extinguishers are correctly charged) & exits are not obstructed               |     |     |     |      |     |
| <b>(g) Brakes, gauges, and warning devices</b>  |     |     |     |      |     |
| Brake failure indicators  |     |     |     |      |     |
| Other gauges and warning lights (notify STO)  |     |     |     |      |     |
| Demister (cold/wet days only)   |     |     |     |      |     |
| Horn  |     |     |     |      |     |
| Reversing buzzer  |     |     |     |      |     |
| Parking brake   |     |     |     |      |     |
| Apply the brakes while the bus is in motion   |     |     |     |      |     |
| <b>(h) Doors</b><br>Check the door opening and closing mechanism  |     |     |     |      |     |
| Check the door interlock system   |     |     |     |      |     |
| <b>(I) Bus marking</b><br>Check that regulation signs and labels are not missing or damaged   |     |     |     |      |     |
| <b>(j) Steering</b><br>Check for excessive free play in the steering wheel  |     |     |     |      |     |

1. Driver to initial each item.
2. If any of the highlighted items are initialled the bus is **NOT TO LEAVE JSA** school grounds.
3. Defect items must be notified to the Transport Officer

## Pre-trip Inspection Form

This form is used to record the result of a daily bus pre-trip inspection sheet.  
(Any defects **WILL BE** recorded on the *Notification of Defect* form & given to the Student Transport officer)

| <b>Bus Registration Number:</b>   |                       |  |   |         |
|---|-----------------------|--|---|---------|
| <b>Month</b> (circle): Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec <b>Year:</b> |                       |  |   |         |
| Daily Inspection Log  |                       |  | Defect Reports  |         |
| DAY   | Odometer Reading (km) | Bus OK for Service<br>Name & initial of the person who has passed bus OK for service | Defect found<br>Name & initial of the person who reports the defect | Comment |
| 1   |                       |  |   |         |
| 2   |                       |  |   |         |
| 3   |                       |  |   |         |
| 4   |                       |  |   |         |
| 5   |                       |  |   |         |
| 6   |                       |  |   |         |
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| 27  |                       |  |   |         |
| 28  |                       |  |   |         |
| 29  |                       |  |   |         |
| 30  |                       |  |   |         |
| 31  |                       |  |   |         |

## Bus Defect Reporting

### Notification of Defect

Bus Registration No.: (Please circle)      BS06QN    BS06QO

Date: \_\_\_\_\_

Person Making Notification: \_\_\_\_\_

### Details of Defect

(Indicate item & provide details in box)

| Item                                   | Area of Defect<br>(Tick applicable) | Details of Defect |
|--|-------------------------------------|-------------------|
| Mirrors                                |                                     |                   |
| Wheels and tyres                       |                                     |                   |
| Structure and bodywork                 |                                     |                   |
| Lights and reflectors                  |                                     |                   |
| Windscreen, wipers, and washers        |                                     |                   |
| Fire extinguisher/s and emergency exit |                                     |                   |
| Brakes, gauges, and warning devices    |                                     |                   |
| Doors                                  |                                     |                   |
| Bus marking                            |                                     |                   |
| Other (please describe)                |                                     |                   |

|                         |  |
|-------------------------|--|
| <b>Received By:</b>     |  |
| <b>Action Taken:</b>    |  |
| <b>Action Taken By:</b> |  |
| <b>Date:</b>            |  |

## Risk Management Policies

### Aim

*Jacana School for Autism* outlines the responsibilities and processes to identify and manage risks associated with work-related driving within the scope of

- Fatigue Management
- Excursion Risk Management (*Based on the current JSA Camp and Excursions Policy*)
- COVID Safe Plan (Bus Guidelines)

## Fatigue Management Policy (2024)

### Aim

*Jacana School for Autism* is committed to taking all reasonable steps to ensure that all persons performing bus safety work have no causes of fatigue.

### Rationale

Fatigue management is a shared responsibility between the principal and/or their delegate and relevant employee(s) as it involves factors both inside and outside of work. Individual causes of fatigue should be addressed by individuals, whereas work-related causes should be addressed in consultation with the principal or their delegate.

### Definition:

Fatigue is defined as weariness or exhaustion from mental or physical exertion (i.e., labour, stress.) Fatigue management refers to the methods by which *Jacana School for Autism* address the safety implications of fatigue. In the context of bus safety workers, fatigue can affect:

- Mental alertness
- Vision
- Ability to judge speed and distance
- Decision making
- Reaction time.

These effects can increase the risk of mistakes or cause an incident or accident.

### Implementation

*Jacana School for Autism* is cognisant that the detrimental effects of fatigue may alter bus safety as well as individual health and well-being. This policy applies to all persons carrying out bus safety work (as defined in section 3 of the *Bus Safety Act 2009*(VIC)) for or on behalf of *Jacana School for Autism*. This includes:

- driving a school-owned bus for the purposes of transporting students, other staff, and volunteers,
- driving school-owned buses for the purpose of repairs or maintenance,
- performing routine safety checks of the bus,
- Setting or altering a schedule or timetable for bus service.

### Principles

The following principles must be considered by the principal or their delegate when planning and approving work involving work-related driving. Employees must:

- drive for no more than 8 hours in a 24-hour period
- drive for no more than 6 hours in a 24-hour period when driving is interspersed with other work activities
- regularly assess the total hours driven against human biological limits associated with adequate sleep and recovery to review work schedules
- minimise or avoid night driving and share driving where possible
- ensure they are well hydrated and rested
- take a break from driving at least every 2 hours

- stop for at least 15 to 30 minutes for each break period, leave the car, and stretch and walk around to avoid sustained static postures for driver and passenger
- monitor symptoms of fatigue such as yawning, heavy eyes, blurred vision, and reduced concentration. If these symptoms are being experienced, the driver must pull over when safe to do so and either change drivers or have a short 20-minute sleep.
- Where driving tasks are likely to exceed these restrictions, the principal and/or their delegate is to make arrangements for employees to stay in overnight accommodation or consider, where appropriate, alternative arrangements such as teleconferencing.

## References

- 3.1 Vic Roads Fatigue and Road Safety <https://www.vicroads.vic.gov.au/safety-and-road-rules/driver-safety/fatigue/fatigue-and-road-safety>
- COVID Safe
- 3.2 Fatigue management <https://www2.education.vic.gov.au/pal/work-related-driving/print-all>

## Review

This policy will be reviewed on a regular basis as the situation changes

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>Ratified at School Council</b> | 31 <sup>st</sup> October 2024 |
| <b>Review Date</b>                | Term 4, 2025                  |

## Risk Management

### Bus Safety Victoria: Incident Notifications & Investigations

A registered bus operator must orally notify the Safety Director (Transport Safety Victoria) as soon as possible after becoming aware that a bus incident has occurred. Written notification of the bus incident must be provided to the Safety Director (Transport Safety Victoria) within 72 hours after the bus incident.

#### Definition of a bus incident

- For reporting purposes, a bus incident is a circumstance, act, or omission, including:
  - A collision with any person, vehicle, infrastructure, obstruction, or object
  - An implosion, explosion, or fire
  - Any mechanical failure
  - Divergence from the highway
  - An accident or incident that results in a person requiring immediate treatment as an in-patient in a hospital.
  - Where the driver of the bus is in contravention of Jacana School for Autism's Bus, Drug and Alcohol Policy.
  - A failure to comply with applicable legislative requirements, vehicle specifications, bus standards or codes of practice, where the circumstance, act or omission resulted in or had the potential to result in:
    - the death of any person
    - serious injury to any person
    - a loss of control of the bus
    - Significant damage to property.

#### Emergency Management

Jacana School for Autism has an Emergency Management Plan defining responsibilities and authorities and setting out in a clear manner that must be followed by drivers in the case of an emergency or accident.

The instructions have been written in a clear and concise manner action, including a contact list and codes and procedures for communication.

Jacana School for Autism will ensure that copies of the plan are distributed to all appropriate employees.

A copy of the Emergency Management Plan will also be placed in each bus folder which remains on each bus.

## Incident Reporting and Investigation Reporting

If a bus operated by Jacana School for Autism is involved in an occurrence that meets the criteria specified in the Notification of Bus Incident form (a form supplied by Transport Safety Victoria and utilised by Jacana School for Autism), the following operational procedure is to be followed:

1. Bus driver or staff member is to contact the Jacana School for Autism 24-hour number as indicated on the Emergency Management Plan.
2. This emergency contact phone number will be the mobile number of the Jacana School for Autism School Principal. If uncontactable call the Assistant Principal.
3. Jacana School for Autism will, as soon as possible, contact the Transport Safety Victoria Duty Officer on the TSV Hotline number 1800 301151 and provide the details of the incident as detailed by the three-category discretion.

**Category 1 Incident**, in relation to a bus operated by an accredited bus operator or a registered bus operator, means any of the following—

- any circumstance, act or omission involving the bus that results in the death of, or serious injury to, any person.
- a collision between the bus and any person.
- a collision between the bus and any vehicle, infrastructure or other property that results in significant damage to property.
- an implosion, explosion, or fire.
- a divergence of the bus from a highway that results in significant damage to property.
- the bus is in motion while not under the effective control of a driver.
- an alleged assault that directly involves the bus driver and has the potential to result in the death of, or serious injury to, any person.
- a circumstance where the driver of the bus is in contravention of the bus operator's alcohol and drug management policy.
- a terrorist act on or near the bus.
- a circumstance where a child is left unattended on the bus at the conclusion of a bus route or service.
- a mechanical failure of the bus that had the potential to result in the death of, or serious injury to any person.
  - Category 1 incidents require oral notification as soon as possible
  - written notification within 72 hours

**Category 2 Incident**, in relation to a bus operated by an accredited bus operator or a registered bus operator, means any of the following incidents, other than an incident that is a category 1 incident—

- a collision between the bus and any vehicle, infrastructure, or other property that results in minor damage to property or does not result in damage.
- any circumstance, act or omission involving the bus that results in—
  - a divergence from a highway; or
  - significant damage to property.
- an alleged assault that occurs on the bus and has the potential to result in the death of, or serious injury to, any person but does not directly involve the bus driver.
  - a person requiring immediate treatment as an in-patient in a hospital.
  - attendance by a police officer or health professional
- a circumstance involving suspected or attempted self-harm that has the potent
  - Category 2 incidents require written notification within 72 hours

**Category 3 Incident**, in relation to a bus operated by an accredited bus operator or a registered bus operator, means any of the following incidents, other than an incident that is a category 1 or category 2 incident-

- an alleged assault that occurs on the bus but does not directly involve the bus driver.
  - a circumstance involving suspected or attempted self-harm that has the potential to result in the death of, or serious injury to, any person.
  - Slip/Trip/Fall – Rear Door: a slip/trip/fall that has occurred specifically as a result of rear door boarding or exiting.
  - Objects thrown at/on the bus: an object thrown at or on the bus that did not result in any damage to the bus or injury to any person
    - Category 3 incidents relating to anti-social behaviour are required to be recorded on **Xuno** (*Jacana School of Autism selected incident reporting*) and Xuno data should be reviewed periodically for trend analysis and any intervention needs.
    - Notification monthly gave to TSV.
4. This TSV Hotline number is stored in the Principal's & Assistant Principal's mobile phones.
5. Within 72 hours of the incident, the Principal or Assistant Principal will complete the Notification of Bus Incident form and forward it to Transport Safety Victoria by either email or fax (The email address and fax number are shown on the form).

### **Investigations**

Serious incidents may be investigated by Jacana School for Autism as follows:

- If requested to do so by Transport Safety Victoria (investigation is to commence within seven (7) days after receiving notification in writing).
- Jacana School for Autism may elect to investigate without the direction of Transport Safety Victoria (if this is the case, Transport Safety Victoria is to be notified and the likely date of completion of the investigation must be no later than 60 days from the commencement}.
- A copy of any completed investigation report is to be forwarded to Transport Safety Victoria.

### **Review**

This policy will be reviewed regularly as the situation changes

|                                   |                 |
|-----------------------------------|-----------------|
| <b>Ratified at School Council</b> | 31 October 2024 |
| <b>Review Date</b>                | Term 4, 2025    |

## First Response Emergency Management Plan

The Transport Officer will ensure that Emergency Information is available on each bus.

This form assigns responsibilities and authorities to all staff and must be consulted in the case of an emergency or accident.

The contact list, codes and procedures for communication must be followed and anyone becoming aware of any changes needed should immediately contact the Student Transport Officer.

### Emergency Management Plan Instructions to Drivers

#### Emergency Contacts

In the case of any emergency, you should immediately contact the appropriate emergency services. The School Principal should also be contacted and advised as to the event.

### Police – Fire – Ambulance Dial 000 (triple zero)

Have the following information available when contacting Emergency Services:

- Nature of the emergency
- Number and nature of Injuries (if applicable)
- Your location (the more exact, the quicker the response}
- Hazards that may exist for rescue personnel attending
- Jacana School for Autism contact details
- The telephone number you are calling from
- Your assessment of the situation

|                            |                    |                     |
|----------------------------|--------------------|---------------------|
| <b>Principal</b>           | Corinne Pupillo    | <b>0459 807 684</b> |
| <b>Assistant Principal</b> | Daniel Moloney     | <b>0467 783 508</b> |
| <b>Assistant Principal</b> | Stephanie Di Salvo | <b>0459 805 044</b> |

#### Additional Considerations

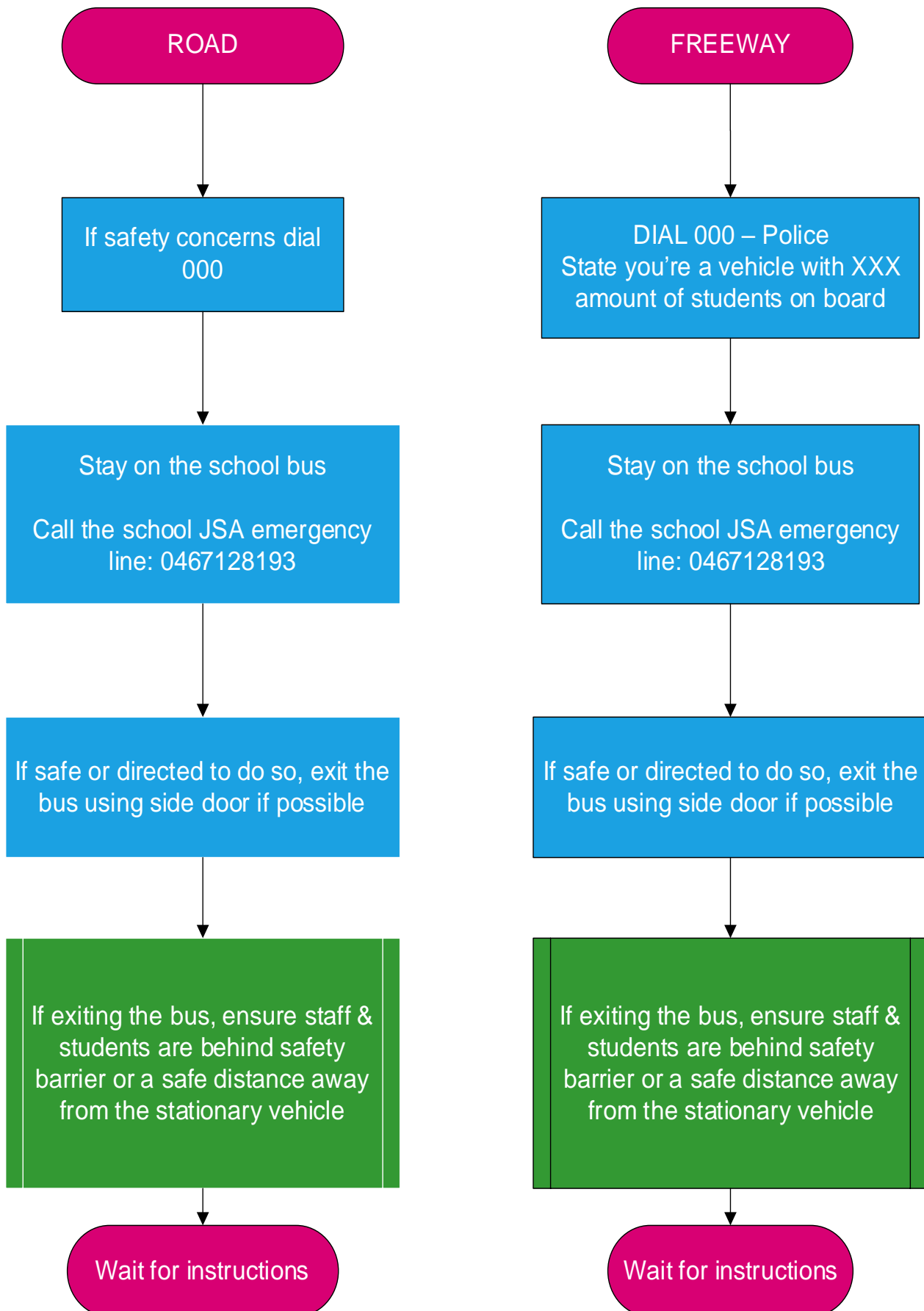
- ***Your first priority is towards the safety of your passengers - all other actions take second place to this priority.***
- Assess the situation and should an evacuation of the bus be required use the most appropriate method/exit, remain calm, speak slowly and clearly, and direct passengers to safety off-vehicle location.
- Keep passengers informed of the progress 'of any action to be taken (e.g., ETA of Fire Brigade/Ambulance, ETA of replacement bus, etc.).
- Where possible, remain with the passengers and only leave them to seek assistance as a last resort.
- If appropriate, render first aid treatment and delegate tasks to responsible passengers (e.g., Headcounts, protection of the scene).
- **If there is danger DO NOT re-board the bus to obtain property.**

#### Unforeseen Events

For situations such as bushfires, floods, or items across roadways, you should always follow the instructions of local Police/CFA/Emergency Services. If Emergency Services personnel require you to travel off your normal route, this information should be relayed to the Principal of Jacana School for Autism as soon as possible.



# Bus Breakdown Procedure



# SAMPLE Bus Safety Victoria Notification of Bus Incident Report



A branch  
of Transport  
Safety  
Victoria

|                                    |
|------------------------------------|
| <b>BUS</b>                         |
| Date                               |
| TSV incident number (TSV use only) |

## Notification of Bus Incident

*Bus Safety Act 2009 (Vic), Bus Safety Regulations 2010 (Vic)*

### Obligation to report incidents

Under section 65 of the *Bus Safety Act 2009 (Vic)*, accredited and registered bus operators must notify the Safety Director of prescribed bus incidents in accordance with the *Bus Safety Regulations 2010 (Vic)*. Failure to do so attracts a penalty of 50 penalty units.

If you have not done so already, the first step in reporting an incident is to contact the Transport Safety Victoria duty officer by telephone on 1800 301 151.

1. Name of bus operator number Accreditation/Registration

|  |  |
|--|--|
|  |  |
|--|--|

2. What happened? Provide a description of events leading up to the incident and the incident itself.

3. Vehicle registration number

4. When did the incident happen?

Date (dd/mm/yyyy) Time (24-hour clock)

|  |  |
|--|--|
|  |  |
|--|--|

If the incident relates to a positive drug or alcohol reading as a result of a random check by the bus operator, go to question 12

5. Where was the bus travelling from and to?

From:  To:

6. What services were attended? (enter 'X' in the appropriate box)

Ambulance  
  Police  
  Fire brigade  
  Other (specify):

7. What type of incident was it? (enter 'X' in the appropriate box)

|   |  |           |  |        |  |      |  |                |
|---|--|-----------|--|--------|--|------|--|----------------|
| <input type="checkbox"/> Collision with (specify) → |  | bicycle   |  | bus    |  | car  |  | infrastructure |
|   |  | motorbike |  | person |  | tram |  | train          |
|   |  | truck     |  | other: |  |      |  |                |

|                          |   |                          |                    |                          |                               |
|--------------------------|---|--------------------------|--------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | Slip, trip or fall  | <input type="checkbox"/> | Alleged assault    | <input type="checkbox"/> | Implosion, explosion, or fire |
| <input type="checkbox"/> | Security, theft, or threat  | <input type="checkbox"/> | Mechanical failure | <input type="checkbox"/> | Object thrown at the bus      |
| <input type="checkbox"/> | Failure to comply with legislative requirements, vehicle specifications, bus standards or codes of practice |                          |                    |                          |                               |
| <input type="checkbox"/> | Divergence from the highway (highway means road or road related area)                                       |                          |                    |                          |                               |
| <input type="checkbox"/> | Other (specify): <input type="text"/>   |                          |                    |                          |                               |

8. Type of bus service (enter 'X' in the appropriate box)

|  |                          |                    |                          |                |                          |               |
|--|--------------------------|--------------------|--------------------------|----------------|--------------------------|---------------|
| Community and private bus service for<br>or<br>in connection with the activities of: → | <input type="checkbox"/> | Educational body   | <input type="checkbox"/> | Religious body | <input type="checkbox"/> | Sporting body |
|  | <input type="checkbox"/> | Philanthropic body | <input type="checkbox"/> | Social body    | <input type="checkbox"/> | Welfare body  |
|  | <input type="checkbox"/> | Health body        |                          |                |                          |               |

|                          |       |                          |                |                          |                         |                          |  |
|--------------------------|-------|--------------------------|----------------|--------------------------|-------------------------|--------------------------|--|
| <input type="checkbox"/> | Local | <input type="checkbox"/> | Hire and drive | <input type="checkbox"/> | Non-commercial courtesy | <input type="checkbox"/> | Courtesy using a 10, 11 or 12 seat bus |
|--------------------------|-------|--------------------------|----------------|--------------------------|-------------------------|--------------------------|--|

9. Where did the incident happen? (Location including building number, street name and suburb/town as applicable)

10. Were any persons killed or seriously injured as a result of the incident? (enter 'X' in the appropriate box)

No

Yes → Provide details below (enter numbers in the correspondent boxes):

| Fatalities |       |                           |         | Serious injuries |       |                           |         |
|------------|-------|---------------------------|---------|------------------|-------|---------------------------|---------|
| Number of  | Adult | Child<br>(Under 18 years) | Unknown | Number of        | Adult | Child<br>(Under 18 years) | Unknown |
| Employees  |       |                           |         | Employees        |       |                           |         |
| Passengers |       |                           |         | Passengers       |       |                           |         |
| Others     |       |                           |         | Others           |       |                           |         |

11. Was there a loss of control of the bus or significant damage to property? (enter 'X' in the appropriate box)

No

Yes → Specify the details (choose which applies)

|                          |                            |                          |                                |
|--------------------------|----------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | Loss of control of the bus | <input type="checkbox"/> | Significant damage to property |
|--------------------------|----------------------------|--------------------------|--------------------------------|

12. Was an alcohol and/or drug test conducted on the driver/employee? (enter 'X' in the appropriate box)

No

Yes → What were they tested for and what was the result? (enter 'X' in the appropriate box)

Alcohol → Result  Negative  Positive      Drugs → Result  Negative  Positive

13. Has or will the bus operator convene an investigation into the incident? (enter 'X' in the appropriate box)

Yes       No

### Acknowledgment

By completing this section, I acknowledge that: (enter 'X' in the two boxes below)

The information provided in this notification is true and correct; and

I understand it is an offence under section 66 of the *Bus Safety Act 2009* (Vic) to provide any false or misleading information and that penalties apply.

Name

Date (dd/mm/yyyy)

Position title

Contact number

In case the contact's name for further inquiries from TSV is not the same as above, complete the section below:

Contact Name

Contact number

### How to lodge

Email the completed form to: [online.incidents@transportsafety.vic.gov.au](mailto:online.incidents@transportsafety.vic.gov.au) or Fax it to 03 9655 6611

### What happens next?

You may be required to provide more information. If this is the case, TSV will contact you.

### Transport Safety Victoria contact details

**Incident telephone** 1800 301 151

PO Box 2797 Melbourne VIC 3001

**Fax** 03 9655 6611

121 Exhibition Street, Melbourne VIC 3000

**Email** [online.incidents@transportsafety.vic.gov.au](mailto:online.incidents@transportsafety.vic.gov.au) **Website** [transportsafety.vic.gov.au](http://transportsafety.vic.gov.au)

### Disclaimers

Transport Safety Victoria (TSV) collects and holds the personal information provided in this application to assist the Director, Transport Safety (Safety Director) to administer the *Bus Safety Act 2009* (Vic) and *Bus Safety Regulations 2010* (Vic). TSV is committed to protecting personal information in accordance with its obligations under the *Bus Safety Act 2009* (Vic). The personal information provided in this report may be disclosed to other government agencies in accordance with the *Bus Safety Act 2009* (Vic) and the *Transport Integration Act 2010* (Vic). It is an offence under the *Bus Safety Act 2009* (Vic) to give information that is false or misleading in relation to a report.

The individuals whose personal information is collected on this report have a right to seek access to this personal information and to seek correction of any error in the personal information held. All individuals whose personal information is included in this report should be informed of this fact. For more information on privacy please refer to TSV's privacy statement at [transportsafety.vic.gov.au/privacy](http://transportsafety.vic.gov.au/privacy).

**Bus Diary – Usage & Driver Log**

**Bus Registration \_\_\_\_\_**

| Date | Driver Name | Destination | KM's @Start | KM's @Finish | Distance | Time Out | Time In |
|------|-------------|-------------|-------------|--------------|----------|----------|---------|
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |
|      |             |             |             |              |          |          |         |

# Competency Register

| Employee First Name | Employee Surname Name | Driver licence Category | Driver Licence Number | Expiry date | Daily Vehicle Inspections | Vehicle Defect Reporting | Emergency Procedures | Completion of awareness training | Drug & Alcohol Declaration | Additional Qualifications or Certificates | Checked by | Date      | Review date | Comment |
|---------------------|-----------------------|-------------------------|-----------------------|-------------|---------------------------|--------------------------|----------------------|----------------------------------|----------------------------|---|------------|-----------|-------------|---------|
| Joe                 | BLOGGS                | Car                     | 012345678             | 1/01/2021   | 1/10/2019                 | 1/10/2019                | 1/10/2019            | 1/10/2019                        | Yes                        | Heavy Rigid                               | D. Clarke  | 1/10/2019 | 1/10/2020   |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |
|                     |                       |                         |                       |             |                           |                          |                      |                                  |                            |   |            |           |             |         |

## Bus Safety Policy (2024)



Jacana School For Autism is committed to providing and maintaining a safe and healthy workplace for all staff and students. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. Jacana School For Autism is also committed to a culture of continuous improvement where systems and process reflect the appropriate level of risk at any given time.

Management will:

- Ensure Jacana School For Autism complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction, and training to enable all staff to work safely
- Supervise staff to ensure work activities are performed safely
- Consult with and involve staff on matters relating to health, safety, and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Staff will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions, and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

School bus drivers will adhere to the department's [Work-Related Driving policy](#) by:

- Driving within the legal speed limit at all times
- Not consuming alcohol and/or drugs while driving a school bus and complying with the drug and alcohol laws at all times
- Not using mobile phones while driving
- Minimising distractions while driving
- Wearing a seatbelt
- Not exceeding the maximum seating capacity of the bus
- Reporting all incidents/accidents in [eduSafePlus](#) and to [Bus Safety Victoria](#)

### **Review**

This policy will be reviewed regularly as the situation changes

|                                   |                 |
|-----------------------------------|-----------------|
| <b>Ratified at School Council</b> | 31 October 2024 |
| <b>Review Date</b>                | Term 4, 2025    |

# Excursions Risk Management Register for Bus Usage (2024)



## Aim

To explain to our community the processes and procedures Jacana School for Autism will use when planning and conducting student workplace learning or intercampus travel, excursions/incursions, adventure activities and general student transport with the use of JSA-owned buses.

## Rationale and Scope

This policy applies to student workplace learning or intercampus travel. This policy is intended to complement the Department's policy and guidelines on Structured Workplace Learning, excursions, and adventure activities, which must be followed by all Victorian government schools. When planning and implementing excursions, Jacana School for Autism will adhere to both this policy and the Department's policy and standards. This does not apply to on-campus activities or school sleepovers which the current JSA Camps and Excursions Policy does.

## Definitions:

Structured workplace learning provides students with the opportunity to integrate on-the-job experience with the secondary study.

- Structured workplace learning is delivered as part of either the:
  - Victorian Certificate of Education (VCE)
  - Victorian Certificate of Applied Learning (VCAL)
  - VCE Industry and Enterprise, or
  - VCAL units
  - The Victorian Pathways Certificate (VPC)

Excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion or school sports)
- undertake adventure activities, regardless of whether they occur outside the school grounds.

Adventure activities are activities that involve greater than normal risk — there are additional mandatory guidelines associated with these activities.

Risk is the effect (whether positive or negative) of uncertainty on objectives.

Risk management is the identification, analysis, assessment, and prioritisation of risks for the achievement of an objective.

- Risk management involves the coordinated allocation of resources to:
  - minimise, monitor, communicate and control risk likelihood and/or impact, or
  - maximise the potential presented by opportunities.
- Risk management includes coordinated activities to direct and control risks to the achievement of an objective.

The risk register is a formatted list that records identified risks, assesses their impact, and describes the actions (controls) to be taken to mitigate them. Typically, it describes the risk, the causes for that risk and the responsible person or group for managing it.



## Implementation

*Jacana School for Autism* has a duty of care to their students and staff to take reasonable steps to protect them from any injury that should have been reasonably foreseen. This duty extends beyond the school grounds and includes school-approved activities and travel arrangements. This policy applies to all persons carrying out bus safety work (as defined in section 3 of the *Bus Safety Act 2009*(VIC)) for or on behalf of *Jacana School for Autism*. This includes:

- driving a school-owned bus for the purposes of transporting students, other staff, and volunteers,
- driving school-owned buses for the purpose of repairs or maintenance,
- performing routine safety checks of the bus,
- Setting or altering a schedule or timetable for bus service.

All excursions requiring transport (use of the JSA-owned buses) must be approved by the sub-school leader and the teacher in charge is a member of JSA (no CRTs) or have approval by the Principal or Assistant Principal to be the designated teacher in charge for any off-site excursion.

## Approval and planning

*Jacana School for Autism* Camps complies with the Department planning requirements. *Jacana School for Autism's* risk assessment will include:

- Consideration of arrangements for supervision of students
- Consideration of the risk of bushfire activity in the excursion location.
  - In the event of a Code Red Day being announced, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling, or altering the camp or excursion for any other reason.
- Ensuring students with additional needs are provided

The approval form [Excursions – Principal approval request form \(DOCX\)](#) includes detailed information that may be needed in an emergency:

- the exact location of the excursion participants at all times, including during travel
- the relevant contact number/s through which excursion staff may be reached in an emergency
- the names and family contact details for all students and staff.
- copies of the parental consent and medical advice forms of students
- a copy of the risk register
- a copy of the emergency response plan (if required).

Once the excursion is approved, *Jacana School for Autism* includes a pre-activity check statement. Before the use of the JSA-owned buses, the teacher in charge of the activity must undertake a pre-activity check (refer to template Pre-Activity Check- Appendix A- [Pre-Activity Check \(DOCX\)](#) and Risk Register and Emergency Management Plan Template- Appendix A- A12 [Risk Register and Emergency Management Plan template](#)).

The pre-activity check aims to identify any reasonably foreseeable issues that could affect the planned activity negatively, particularly regarding the safety of the participants and staff.

A pre-activity check must include establishing:

- the current weather, warnings and forecast conditions
- the fire danger index and current fire conditions and warnings
- the conditions and nature of the environment in which the activity is being undertaken and the impact on the activity
- the psychological and physical health and well-being of participants and staff during the activity
- the condition of the activity-specific and safety equipment being used in conducting the activity, for example, helmets, life jackets, and bikes.

A decision to proceed with the activity, modify it, cancel it, or implement contingency plans should be based on the pre-activity check and any issues that could reasonably be considered to negatively affect the activity and/ or the health and wellbeing of the participants and staff.

Decisions based on *Student Health* and *Behaviour* are consistent with the school's Student Wellbeing and Engagement Policy, Student Code of Conduct and Bullying Prevention Policy. When using JSA-owned buses, *Jacana School for Autism* includes the following for Risk Assessment and Management:

- **Behavioural Response Plans** for students
  - A behaviour response plan (BRP) is a document that addresses the challenging behaviour of a student and outlines strategies to improve their behaviour.
  - The targeted plans developed for students that will board JSA-owned buses account for challenging or disruptive behaviours that may interfere with bus travel.
    - Learning Specialist is responsible for developing a BRP in collaboration with student support services, the student's parents or guardians, a psychologist or another appropriate professional involved with the student.
    - Designated classroom teacher is responsible for ensuring the BRP is accessible whilst on board JSA-owned buses.
    - If a BRP is unsuccessful in de-escalating a student, then the *First Emergency Response Plan* is activated by contacting the school or appropriate emergency services (i.e., 000)
- **First Aid Medical Plans** for students
  - Excursion staff must have first aid and emergency response knowledge appropriate to the excursion location, the students involved, and the activities undertaken by each group of students.
  - A First aid kit appropriate to the excursion location, the activities are undertaken and the specific needs of participating students with health or medical conditions.
    - Medical Plans are maintained by the OH&S officer and associated Admin team
    - Designated classroom teacher is responsible for ensuring their copy of students' First Aid Medical Plans is accessible whilst on board JSA-owned buses.
  - Staff must also carefully document first aid incidents and outcomes in CASES21.

## References

Structured Workplace Learning

<https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>

<https://www2.education.vic.gov.au/pal/behaviour-students/guidance/6-behaviour-support-plans>

<https://www2.education.vic.gov.au/pal/excursions/guidance/first-aid>

## Review

This policy will be reviewed on a regular basis as the situation changes

|                                   |                 |
|-----------------------------------|-----------------|
| <b>Ratified at School Council</b> | 31 October 2024 |
| <b>Review Date</b>                | Term 4, 2025    |

## COVID Safe Plan – Bus Guidelines (2024)

### Aim

*Jacana School for Autism* is committed to providing a safe travel environment for the students and staff. The purpose of this policy is to outline to persons performing bus safety work how our school will be managing risk and other operational matters relating to Coronavirus (COVID-19) during travel between the school and excursion location.

### Rationale

*Jacana School for Autism* is following the advice from the Department of Education and Training, which can be found on the Department's website at [Coronavirus \(COVID-19\)](#). These health and safety measures are regularly reviewed in line with the changing context of COVID-19 in Victoria.

### Implementation

*Jacana School for Autism* will continue to have in place strong measures to protect the health and safety of students and staff onboard JSA transport buses. In addition to the health and safety measures outlined in this policy, we will be focused on maintaining regular non-classroom-based activities using JSA buses.

- **Air ventilation**
  - Wherever possible, we will increase fresh air in indoor spaces and maximise the use of outdoor learning areas and environments. This will include setting air conditioning units to use external air rather than recycling and where possible keeping windows and doors open with door jamba to keep air circulating.
- **Face Masks**
  - Masks are not compulsory for staff or students; however, they can be worn if staff, students or medically at-risk may choose to.
    - Household contacts (over 8 years old) attending school premises or off-site activities are required to wear face masks indoors for the first 7 days after their initial contact with an infectious person unless they hold a valid exemption.
- **Cleaning and facilities management**
  - Continual routine environmental cleaning to ensure that risks of transmission are reduced for high-touch services.
  - The buses are provided with sanitizing materials.
    - Cleaning spray is provided.
    - Staff are responsible for keeping sprays away from students.
    - Staff to spray the area that students used after the activities to be ready for the next group.
    - Staff will refill the sanitation materials as required

### References

Guidance for the Pandemic COVID-19 Mandatory Vaccination

<https://www.health.vic.gov.au/sites/default/files/2021-12/pandemic-covid-19-mandatory-vaccination-specified-facilities-order-2021-no-1.pdf>

<https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/covid-19>

## COVID-19 ACTION PLAN



### Caring for a Suspected COVID-19

1. If you are faced with an unwell student, use a mask for yourself and assist them in putting on a surgical mask.
2. If the student exhibits any mild symptoms of a cold (**loss or change in sense of smell or taste, fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, in certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.**), ask the admin staff to contact the student's parent / carer to pick up the student ASAP.
3. Ask the student to wash their hands and sit down. Provide some washable toys/books to entertain them if appropriate.
4. Report the 'sickbay/first aid incident' to eduSafe Plus

The COVID-19 - School Operations provides detailed advice and guidance about these controls and supports, and should be read together with this COVIDSafe Plan. The coronavirus (COVID-19) advice for schools is evolving over time and the OHS guidance and support will be continually reviewed and updated as required.

As the pandemic orders have ended, the shift is to public health recommendations and individual responsibility. Health and safety obligations remain. Employers should support employees and others to meet these recommendations. Employees have a duty while at work to take reasonable care of their own and others' health and safety.

### Review

This policy will be reviewed on a regular basis as the situation changes.

|                                   |                 |
|-----------------------------------|-----------------|
| <b>Ratified at School Council</b> | 31 October 2024 |
| <b>Review Date</b>                | Term 4 2025     |

## Safe Driving Quiz



How many passengers can the bus carry?

What is the bus height?

How low is the car park entrance?

What do I do if I get stuck?

Are both my external mirrors adjusted properly?

Have I left the tank half full after my trip?

Does the bus use petrol or diesel? How can I find out?

The bus is making strange noises – Do I stop or continue?

The bus is too noisy – Do I stop or continue?

Did I leave the bus clean?

Where do I find all the bus forms listed above?

Who do I notify if I cannot drive on my medication?

Who do I notify if I am too tired to efficiently drive the bus?